# City of Surprise
# Online Application Guide

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## To Apply for a Specific Job Opening

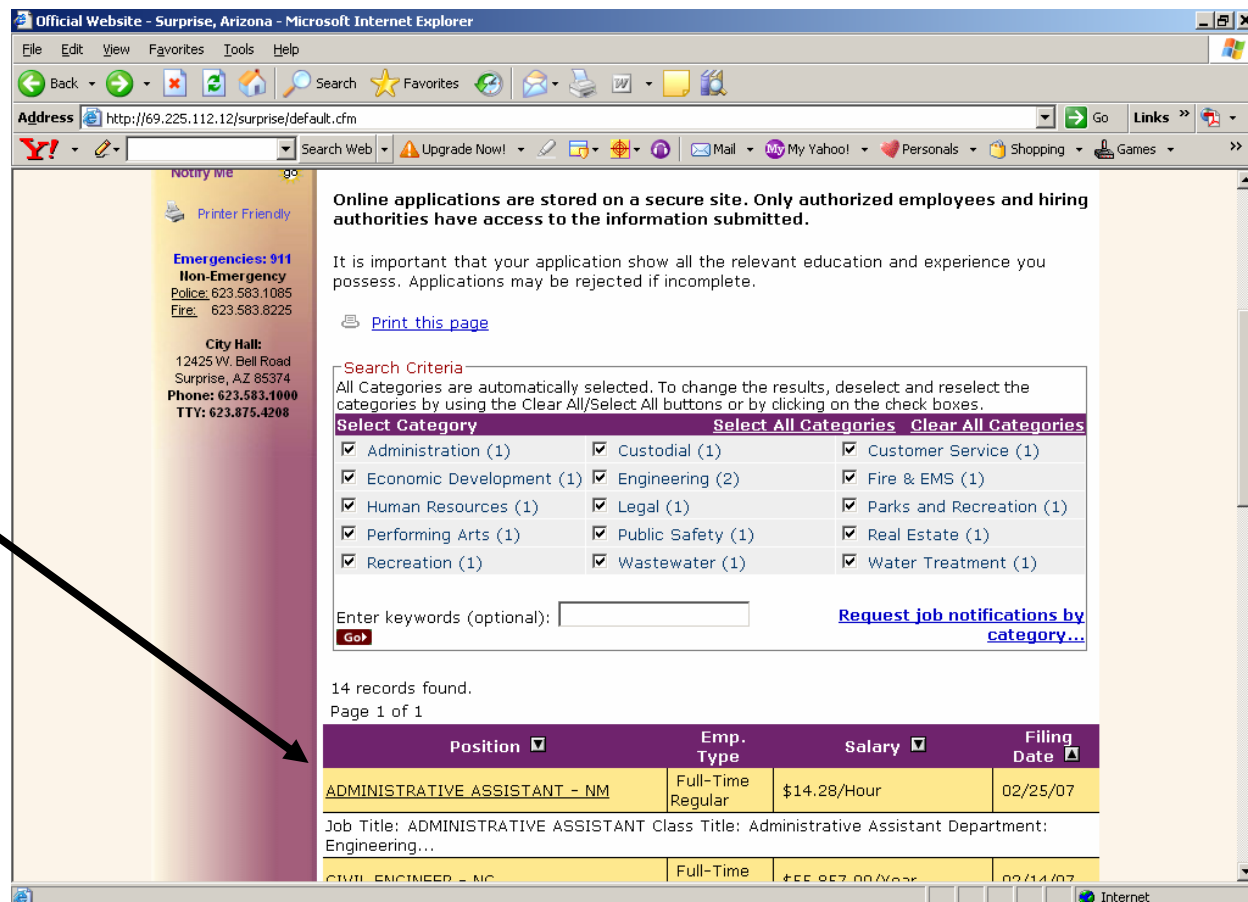1. From **www.surpriseaz.com/soar** website, click on the Current Jobs link:

**Current Jobs**
**Open to the Public and City Employees**

**Current Jobs**
**Open to City Employees only**

2. On the Current Jobs page, click on the **'Job Title'** you are interested in.
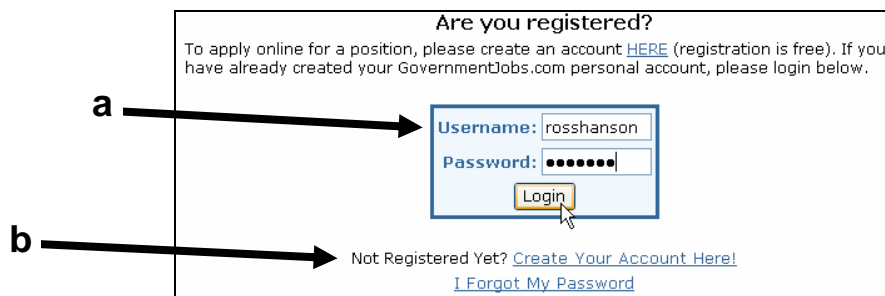
3. Review detailed information regarding the job: Job Description, Benefits, Supplemental Questions, Salary, etc.  Click on the **'Apply'** link to move into the application.



4. Logging in:

   **a**   If you already have a *City of Surprise SOAR* or *governmentjobs.com* account, login using the applicant username and password that you created previously (option **a** in the figure below).  Skip to Step 6 or 7.  Note: You will not be able to create another account using the same e-mail address.

   **b**   Or, if you have never registered with SOAR or governmentjobs.com, you will first need to set up an account.  To do so, click on **'Not Registered Yet? Create Your Account Here!'** (option **b** in the figure below).



5. Enter your new account information (you **MUST** remember this information)

   - Write your username and password here:

     _____/_____
     Username                          Password

   - Click on the **'Save'** button when you are done.

   - A page is displayed with your login information. Click on the **'Login'** button

- Enter your username and password and click **'Login'**

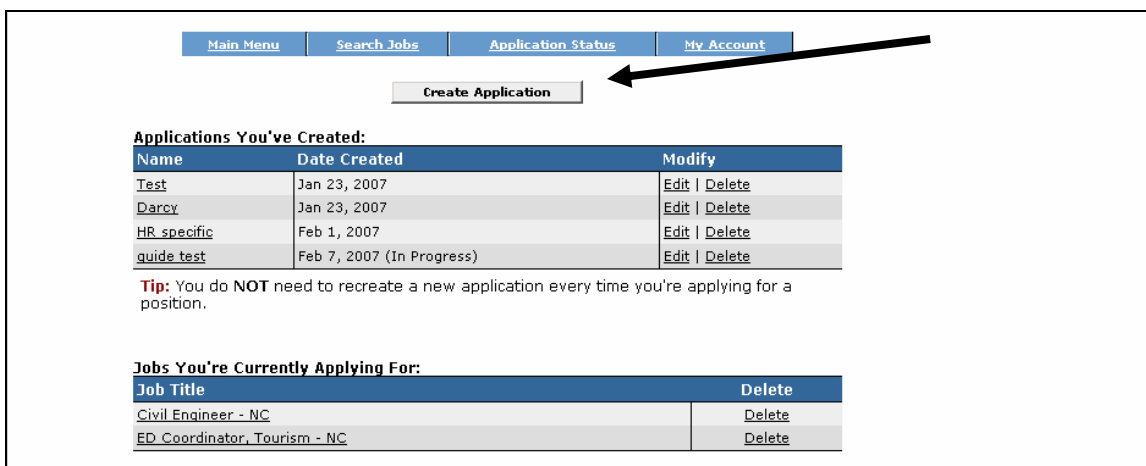- **NOTE:  Each applicant must have his/her own account and email address; you can not share accounts or email addresses!  You can create a free email address through [www.hotmail.com](www.hotmail.com); [www.yahoo.com](www.yahoo.com); [www.aol.com](www.aol.com)**

6. **If you have never created an application online in our system**, this will be your next step.  Click on **'Create Application'**.



- Input a title for your application for your future reference
- Click on the **'Create Application'** button and Skip to Step 7.

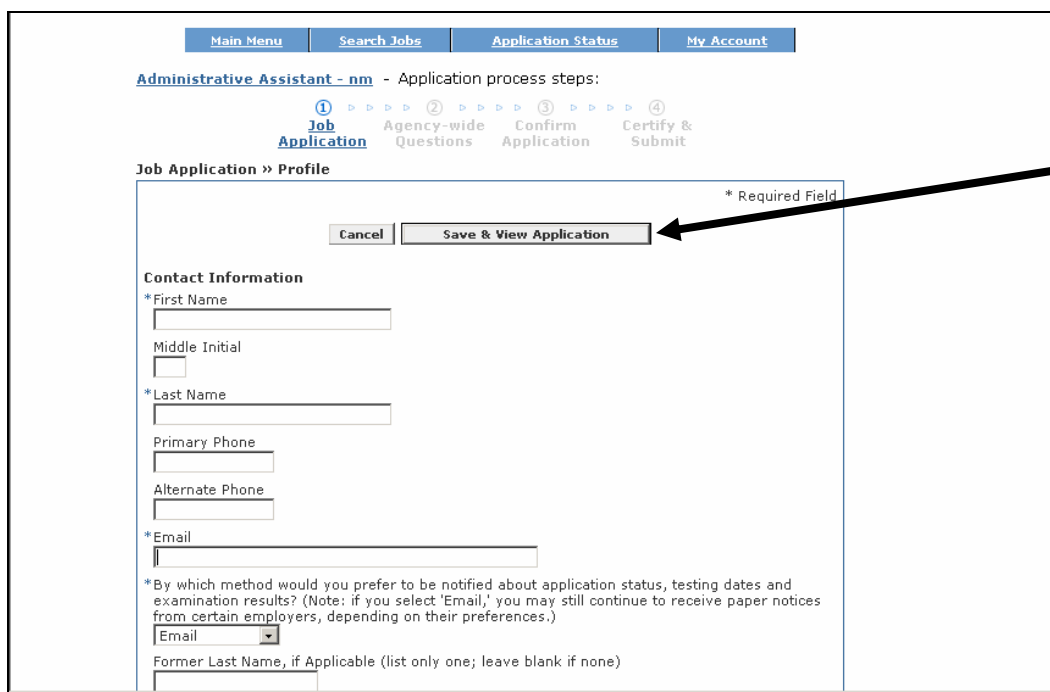**Or, if you already have an application in our online system**, **YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.** Apply for new jobs with a previously created application by simply clicking on **'To apply for the position of ___(the job title)___ click here.'**  You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.

7. Fill in the **Personal Profile** information if you are creating a new application.  If this is a previously created application, review and update.  **Note: Required information is marked with an asterisk (*) and must be completed.**  Click **'Save and View Application'** to proceed.



8. Add Education, Work Experience, Certificates, and other information by clicking on the Add links.  Click the '**Save'** button at the bottom of each section.  To add additional entries in any of these sections, click on the Add link again.

9.  If you wish to enter a resume, click **'Edit Resume'**.  You have 3 options for adding a resume:   **1.** You may attach your resume **2.** You may copy and paste it **3.** You may start from scratch and type it in.  Resumes are not required for every position, but in certain cases will reflect positively on your application.



Valid document attachment types are: plain text (.txt file extension), rich text (.rtf file extension), PDF (.pdf file extension), or Microsoft Word (.doc extension).  The attachment is limited to 1MB.  If you try to submit a file that is larger receive an error message:
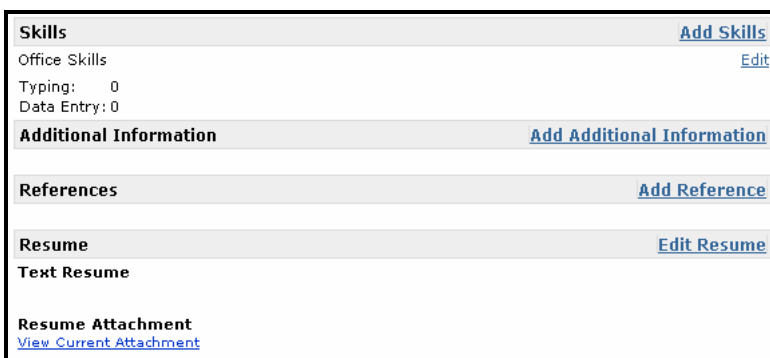


Click the **'Browse'** button to navigate to your saved resume, **double-click on the attachment**, then click '**Save and View Application**':

After successfully attaching a resume, you can view your attachment by clicking on **'View Current Attachment'**.  This attachment will be saved with this application if you want to use it again for future job openings.
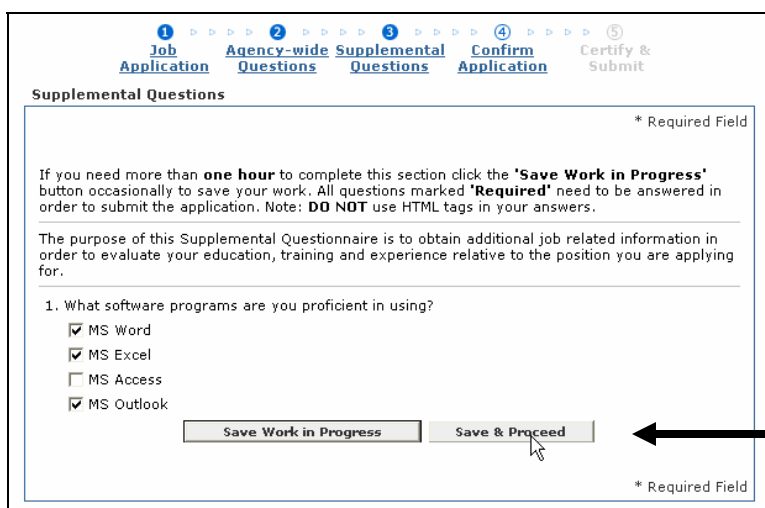


10. Answer the agency-wide questions (if you are using a previously created application, use the **'Populate'** button to populate your previous responses and review your answers).  Click on the **'Save & Proceed'** button at the bottom of the page.

11. Answer the job-specific supplemental questions (if any).

12. Click on the **'Save & Proceed'** button at the bottom of the page.



**13.** Review your application carefully.  Incomplete information may disqualify your application.  When you are satisfied that your application is complete, scroll to the bottom and click **'Confirm Application'.**

14. Click the **'Accept'** button on the digital signature screen.



15. Click on the **'Logout'** link in the upper-right-hand corner.

**Congratulations!  You have successfully completed your job application with the City of Surprise.  We wish you the best in your job search.**

# Additional Information

## To Receive Job Alerts

1. Login to:  **www.surpriseaz.com/soar** and click on the Current Jobs link.
2. Click on '**Request job notifications by category**.'
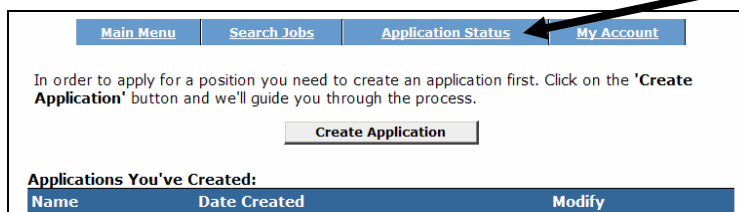


3. On the Job Alert screen, place a check in the box next to each job category for which you would like to receive email notifications.  Scroll down to the bottom and complete the Job Interest Card.  Click **'Submit Request.'**  For the next 12 months after you submit this form, you will receive an email notification each time a position opens with City of Surprise whose category matches one of the categories you've chosen.

## To Check Your Application Status

1. This can be done by logging into:  **www.governmentjobs.com**.  Click on the **'Career Seekers'** link.
2. Or, you may login to the Current Jobs page at **www.surpriseaz.com/soar**, click on any job, and click on **'Apply.'**
3. Once you are logged into either site, click on **'Application status.'**

## To Create An Application Before Applying for a Job

1. Login to:  http://www.governmentjobs.com/ and create an applicant account

   - Click on the **'Career Seekers'** link



2. Click on **'Create Your Account Here!'**  **Note:**  If you have already created a user account, login using your previously created username and password.  **You will not be able to create another applicant account using the same e-mail address.**
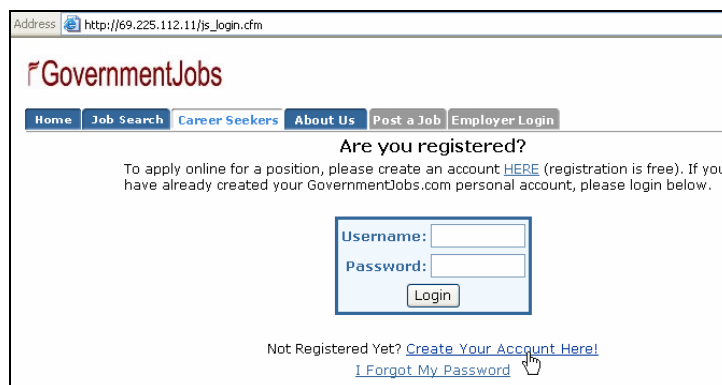


   - Enter your new account information (you **MUST** remember this information)

   - Write your username and password here:  _____/_____
                                               Username                Password

3.  Proceed by following the screen directions.  Save your work on each screen and when you are done, logout.

4. When you are ready to apply for a City of Surprise job, go to Page 1, Step 1 of this manual and proceed from there.